# **MontCAS CRT Training Presentation 1** Test Preparation for System and School Test Coordinators Montano Diffee of Public Instruction Series January, User Superintention measured progress.

# Prior to receiving materials

- Go to http://opi.mt.gov/curriculum/MontCAS/
  Familiarize yourself with the CRT and CRT-Alt section of the site, in particular the contents located in the Test Administration tab.
  Identify students who need to be registered for the CRT Alternate Assessment.

- Alternate Assessment.

  Identify students who qualify to use test accommodations for the CRT test administration

  Order large print test booklets if needed

  Make sure your local student information is current and accurate and has been uploaded to AIM by January 30 for student label creation

  Plan training with all staff involved with test administration using appropriate OPI resources







# Prior to receiving materials

# Alternate Assessment Registration

System Test Coordinators who have not already registered eligible students for the CRT - Alternate can do so January 2 – 15 using Measured Progress' iServices website. (see slide 7)

# Large Print Ordering

- Large print est booklets can be ordered from Measured Progress' iSenvices website. (see slide 7)
   Not: pre-ordered large print test booklets will arrive with the test shipment shipped from Measured Progress on February 8. Large print test booklets can also be ordered as an additional material after by primary shipment arrives.



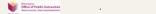




When identifying students for accommodations use please note the following,
Accommodations are available to all students on the basis of individual need, regardless of disability status. Decisions regarding accommodations should be made by the student's educational team on an individual basis, consistent with either previous accommodation decisions for the student or current educational needs.

needs. Any accommodation(s) used during testing must be consistent with those used during the student's regular classroom instruction and assessment for at least three months prior to testing. Standard accommodation to testing the standard accommodation of the standard accommodation of the standard accommodations change in the way a test is administered or responded to by the student who is being tested.

Norstandard accommodations change what is beging measured by the test and will result in the student being reported as a "Novice".





# Prior to receiving materials

## Accommodations continued:

- Double starred (") standard accommodations are intended for use with students identified as IEP/S04LEP. These accommodations must be listed in the students IEP, 504 plan, or IEP plan. In unusual circumstances, approval may be requested for a general education student (not identified as IEP/S04LEP) to be administered the CRT with an accommodation keyed with "."
- identified as IE-PROSELEP) to be administered the CRT with an accommodation keyed with 
  \*\*\*. We take year For propagative assets in with the represents is not related to a medical 
  memory, the guidelines below should be followed:

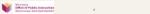
  \*\*The accommodation has been in place and used regularly in classroom instruction for 
  at least three consecutive months.

  \*\*A learn made to the decision about the appropriateness of the accommodation for 
  instruction and formatized descenamers.

  \*\*A learn made to the decision about the appropriateness of the accommodation for 
  instruction and formatized descenamers.

  \*\*The accommodation is used in the administration of ALL other formatized 
  assessments such as MAPS, chapter tests, until test, and other less administered to 
  groups of substances.

  \*\*Contact July \*\*Contact Contact Cont







# **Important Resources and References**

# The OPI Website

- he OPI Website

  Wittp://www.opi.mr.gov

   Select "Curriculum and Assessment"

   Select "Crit a CRT Alt"

   The following manuals can be accessed and downloaded

  Guidelines and Procedures for Test Security

   Accommodations Manual

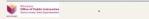
   CRT Test Coordinators Manual

   CRT Test Administration Manual

   Crecklist for Monical Squality Assurance

   Registering Sudonts for the CRT-Alternate Assessment

  - CRT-Alternate Administration Manual
     Global Test Taking Tips






# **Important Resources and References** Measured Progress' iServices website

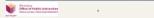
- d Progress (Services website
  To access (Services op to http://iservices.Measured/Progress.org
  Select "Montans" or "Montana Alternate" from the drop down menu
  Select a service:
  Registration for upcoming CRT and CRT-Alternate test development meetings
  CRT Alternate Registration
  Order Large Print Test Booklets
  Access the online reporting system (MARS)
  Download additional forms and manuals
  Order additional testing material
  Request a URS pickup for the return of your testing material
  Cnline Test Security Agreement





# **Test Security**

Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. All test questions are secure. Under no circumstances should Test Booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodater and the student of the security or noncompliance with test administration procedures are set to expect the medicately to the principal. System Test Coordinator, and the security of the security of the security of the security of the Coordinator and school principals should be femiliar with OPI Guidelines and Procedures for Test Socially provided by OPI. This OPI publication outlines reporting procedures for testing irregulatines, as well as a sample of the online reporting form. The form must be completed and submitted to OPI within five days of the incident. More information on test security can be found on the OPI byte site. All System Test Coordinators and school principals/authorized representatives must each complete an online test security greenment after testing. The agreements will be online at the Web address: <a href="https://iservices.measuredrogress.org">https://iservices.measuredrogress.org</a>.





# Important Contacts

For general information regarding the CRT and CRT - Alternate shipping and receiving, ordering additional materials. Montana Assessment Reporting system (MARS), and upcoming Measured Progress sponsored events contact: Measured Progress Montana Service Center Nancy Hall - (888) 792-274 E-mait: hall nancy@measuredprogress.org

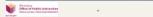







# **MontCAS CRT Training Presentation 2**

Receipt and distribution of CRT Test material from Measured Progress



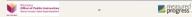


# **Receiving Test Materials**

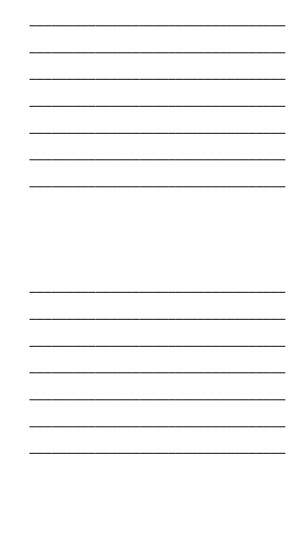
# Materials will be shipped on Feb 8, 2013

- Materials are packed by school and by grade.
   Test materials quantities determined by enrollment plus a small overage
   CRT-Alternate Materials will be included in this shipment
- To receive CRT-Alternate materials students must have been registered on MP registration site during the Fall/Winter registration windows.

If you do not receive all your expected material by February 19, 2013 contact the Measured Progress Service Center (For more information see page 4 of the Test Coordinators Manual)









# **System Inventory**

System offices will receive material boxes for all

- Schools within that system
   Finsure that materials for all school and grade combinations expected to test have been received
   Distribute boxes to schools





# **Box Inventory**

- Box Inventory

   Open boses and inventory contents immediately

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   Worly that the quantities you received match the quantities listed on the

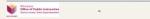
  Material Summany Form, expound match the quantity listed the on
  the Materials Summany Form, record this number for reference when
  preparing to return test booklets after testing.

  If you find a discrepancy contact Measured Progress immediately

- Test Booklets

   Under no circumstances should test booklets or marked Answer Booklets be revewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to need to the student who is taking the test with a Test booklets are secure material, this means that they are confidential as noted above and that all test booklets received by a systemischool must be returned to Measured Progress

   If a test booklet is diamaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress






# **Additional Materials**

- Additional Materials may only be ordered if you have already received a
- To order materials you will need the schools MP Ship Code. This code may be found on the Material Summary Form. (see example on next slide)
- slide)

  Additional CRT test booklets and Answer Booklets, may be ordered via iServices from the day your receive your material until March 22.

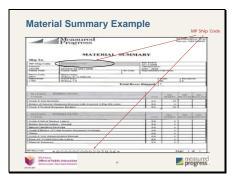
  Additional Attenate materials can only be ordered by calling or emailing Tim Greenlaw at Measured Progress.
- Additional large print test booklets are ordered as an additional material on the iServices page, orders received after March 10 will not be
- or the reserves and support of the reserved and when the processed.

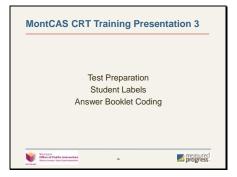
  Additional shipping materials may be ordered until March 29.

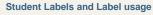
  Additional manuals and forms can be downloaded from the OPI website or the 'Renrices website











Label Data was extracted from AIM. All students enrolled at your school in AIM on January 30, 2013 should have a label.

- A student label is valid when the state student ID matches the student being tested regardless of the accuracy of the other information on the label. All demographic or label data errors should be reported to the AIM staff at OPI immediately.

- immediately, If you did not receive a label for a student you must bubble Boxes A, B, D, & E on page1 of the Answer Booklet. However, a student you must bubble Boxes A, B, D, & E on page1 of the Answer Booklet. However, a student program of the student primarion was also included in the AIM softmact. If a tascher name Teacher interest of the student primarion of the label. The CRT AIM count date is March 12. Enrollment and participation updates need to be completed in AIM by March 22, corrections to data may continue to be updated until April 28. Keeping your AIM data correct and up to date will sensure the accuracy Report of the AIM and the AIM

Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS.





# **Student Labels Example of Students Barcode Label** Student Last, First M Teacher: Teachers Name Dis-Sch Code Grade: 04 Montario Diffes of Public Instruction Instructions Series Series Series Speciments measured progress.

# **Unused Barcode Label form**

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- •This form is used to identify those students who you received a barcode label you did not use for any reason
- •The form is school specific but <u>not</u> grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per
- •Return the form (loose) in any grades "Used Answer Document" box.

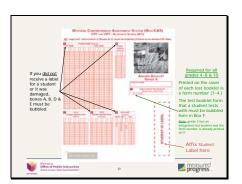


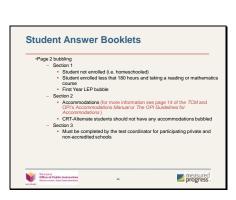



# Student Answer Booklets Grade 3 CRT - Combined Test Booklet/Answer Booklet - Student record answers in the test booklet - Grade 3 Alternate separate Answer Booklet - Grade 4-8 & 10 - Separate from Test Booklet - CRT-Alt included - Use of markers and highlighters - Encouraged as long as the area to be bubbled is left unmarked Page 1 bubbling - Label vs. no label - Grade 4-8 & 10 Test Booklet Form Number

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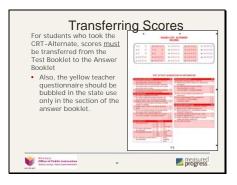
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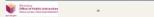
# **MontCAS CRT Training Presentation 5** Test Administration Montario Diffee of Public Instruction Series January, User Superinternion measured progress.

# **Test Security**

Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. All test questions are secure. Under no circumstances should fast Bookles or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.

All System Test Coordinators and school principals should be familiar with OPI Guidelines and Procedures for Test Security provided by OPI.

This OPI publication outlines reporting procedures for testing irregularities, as well as a sample of the online reporting form. The form must be completed and submitted to OPI within five days of the incident. More information on test security can be accessed on the OPI Web site. <a href="https://opi.ml.gov/curncluum/MorinCASY">https://opi.ml.gov/curncluum/MorinCASY</a>





# **Test Administration Manual**

The Test Administration Manual (TAM) should be read by all staff involved with administering the CRT.

- Important topics include:

  Important topics include:

  Instructions for Test Administrators. (TAM p.9)

  The manual contains "scripts" that should be read to all students before all test sessions. (TAM p.10)

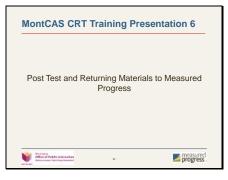
  Use of the test "script" helps insure a uniform test taking experience for all Montana students.

  Test Security
  Suggested Testing times (TAM, Appendix A)
  Rules for calculator usage (TAM, Appendix B)
  Accommodations usage (TAM, Appendix C)



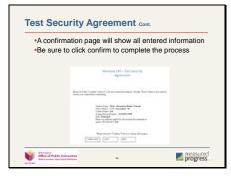




# Post Administration After Testing Collect materials and verify that you have an answer booklet for each student tested Inventory Test Booklets OP requires that all test booklets be returned to Measured Progress Make sure that the answers for students who used a large print test booklet have been bubbled into the Answer Booklet that was included with it Verify that each Student Answer Booklet has a barcode label or has the appropriate name and Student ID bubbled on page 1 Check page 2 for appropriate coding Complete online test security agreement



# Packing Instructions (see page 15-17 of TCM for more detailed instructions) Used Answer Booklets are to be returned in the boxes labeled "For the Return of Used Answer Documents," Boxes must be shipped to Measured Progress no later than March 28, 2013. Boxes should include: - Grade specific "For Return Of Used Student Answer Documents" envelopes containing used answer booklets - "Special Handling" envelopes (if necessary) - Completed Volded or Unused Barcode Label Form (if necessary) Used Answer Booklets must be received by Measured Progress on April 2 to insure on time release of test results

Packing Instructions for the CRT Test Booklets and Unused Materials for return to Measured Progress (see page 15-70 rCM for more detailed instructions)

• Test Booklets

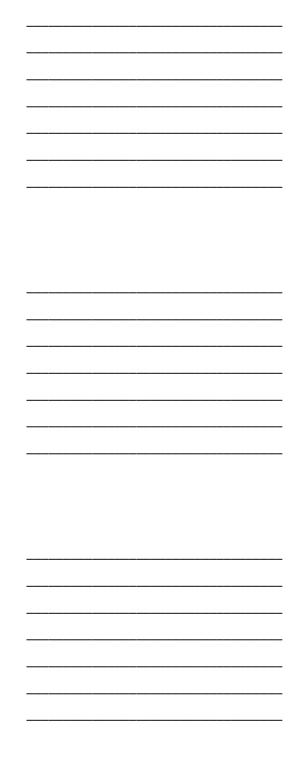
• Put all test booklets and unused materials into the boxes, seal and apply the UPS ground labels that you received in the initial shipment

• March 29, 2013 is the deadline to ship booklets and unused materials (including Answer Booklets): CRT Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them to Measured Progress. Any missing booklets are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.

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# Packing Instructions for CRT-Alternate Test Material for return to Measured Progress (see page 15-16 of TCM for more Materials should be packaged separately in the white plastic envelopes (one for each student) marked "For Return of CRT-Alternate test Materials." The envelope should : Used or unused student answer booklet CRT-Alternate Test Booklet Teacher Recording Evidence Form (in the Test Booklet) Materials Replacement form (if necessary) Return completed CRT-Alternate Assessment envelopes to your system test coordinator for shipment to Measured Progress. The accordion file material kits should be retained in a secure location at the system office for future CRT-Alternate test administrations.

Montario Diffee of Public Instruction Series January, User Superinternion



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## **Returning Test Materials to Measured** Progress

It is never too early to return materials!

Two shipping methods for materials

- UPS 2<sup>nd</sup> Day Air Used CRT Student Answer Booklets
   Label is pre-affixed to the grade specific "For Return of Used Answer Document" boxes
- UPS Ground Used and unused CRT Test Booklets, unused CRT material and CRT-Alternate Return Envelopes
   Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers.

  - Containers

    A CRT-Alternate return envelope was provided for each student registered for the alternate assessment







# **Return to Measured Progress via UPS**

- Primary ways to arrange a UPS pick-up:

  Option 1 use iServices to arrange next day pick-up

  Option 2 Call UPS directly to arrange a pick-up

  Option 3 give pre-labeled boxes to any UPS driver






# \*Montana Analysis and Reporting System (MARS) - Assessment results will be reported by noon on June 4, 2013. - Access MARS via the JServices website \* thttp://lear-vices measured/corpuss org \*Password swill remain the same - Password information may only be obtained from OPI - New password requests are to be through OPI \*Parent letters and labels will be shipped the first week of September \*PDF files of the parent letters will be posted on the reporting section of MARS

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